

~~CONFIDENTIAL~~

3 January 1950

MEMORANDUM FOR: CHIEF, TRD  
FROM: Chief, STB  
SUBJECT: Cable Writing and Dispatch Instruction

1. Reference is made to your inquiry concerning the type and amount of cable writing and dispatch instruction provided for in training courses conducted by the Staff Training Branch.

2. The attached memorandum by [REDACTED] describes the relevant instruction as provided presently in courses of Common Instruction. However, in order to give more emphasis to the subject, I have arranged the following pattern of instruction as it will be conducted in future staff courses.

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a. The Staff Orientation Course will include a lecture on the basic principles and techniques of message writing and a number of message writing exercises. Students will be asked to write operational messages as well as intelligence messages. Proper critiques will follow these exercises.

b. The Operations Course will give the students a chance for additional laboratory work in operational message writing in connection with the main operations problem conducted in the course.

c. The Advanced Operations Course will include the following elements:

(1) Study of current cable and dispatch procedures of OSO, respectively OPC.

(2) Laboratory work in preparing dispatches and in writing intelligence messages and operational messages, using procedures and forms currently employed by OSO and OPC.

(3) Critique of students' laboratory work.

Document No. 34  
NO CHANGE in Class. ☐  
☐ DECLASSIFIED  
Class. CHANGED TO: TS S (C)

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DDA Memo 4 Apr 77  
Auth: DDA REG. 77/1783  
Date: 10 MAR 1978 By: 024

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3. In the Administration Training Course, a lecture on cable procedures is given by [REDACTED] from COMMO as a part of the Headquarters Administration phase. Within the week on Field Administration no instruction was considered necessary by [REDACTED] inasmuch as all overseas personnel are required to take the COMMO course.

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[REDACTED]  
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1 attachment